



S.L. Gimbel Foundation Fund Holiday Food Program Grant Application

Internal Use Only:
Grant :


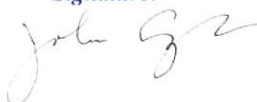
Organization / Agency Information

Organization/Agency Name: Vermont Foodbank		
Physical Address: 33 Parker Rd.		City/State/Zip Barre, VT 05641
Mailing Address: Same as above		City/State/Zip
CEO or Director: John Sayles		Title: Chief Executive Officer
Phone: 802-477-4101	Fax: 802-476-0319	Email: jsayles@vtfoodbank.org
Contact Person: Jonathan Williams		Title: Grants Manager
Phone: 802-477-4122	Fax: 802-476-0319	Email: jwilliams@vtfoodbank.org
Web Site Address: www.vtfoodbank.org		Tax ID: 22-3021942

Program / Grant Information

Program/Project Name: Vermonters Feeding Vermonters			Amount of Grant Requested: \$15,000
Total Organization Budget: \$25,467,106	Per 990, Percentage of Program Service Expenses (Column B / Column A x 100): 92%	Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100): 3%	Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100): 8%
Purpose of Grant Request (one sentence): To increase the amount and quality of fresh, healthy, locally sourced food that we distribute, the Vermont Foodbank, through its Vermonters Feeding Vermonters (VfV) program, purchases high quality fruits and vegetables directly from Vermont growers to distribute to anyone facing hunger in our state.			
Gimbel Holiday Grants Received: List Year(s) and Award Amount(s) N/A			

Signatures

Board President / Chair: (Print name and Title)	Signature:	Date:
Doug Lantagne, Chair		11/8/19
Executive Director/President: (Print name and Title)	Signature:	Date:
John Sayles, Chief Executive Officer		11/8/19

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Please provide the following information for items I. through III. by answering all questions in ONE PAGE-12 Font. Please be thorough, clear, specific, and concise.

I. Organization/Agency Background: State your mission, vision, purpose, and provide a brief history. What are your core programs and activities? How many people do you serve? How many paid staff, full time and part-time? How many volunteers?

The Vermont Foodbank (VF) was founded in 1986 by the Central Vermont Community Action Council in response to an increase in food insecurity and the need for supplemental food assistance among low-income households in central Vermont. VF began by distributing food locally to an initial network of 8 food shelves. Responding to similar needs throughout Vermont, VF expanded services statewide. Today, we are Vermont's largest hunger relief organization, serving more than 153,000 people.

The organization is overseen by a board comprised of 12 prominent members of the business community, academia, and state government. VF operates with the work of 53 full-time and 3 part-time staff members, and annually nearly 4,600 individual volunteers working at three facilities throughout the state.

In addition to making free food available and accessible, the Vermont Foodbank facilitates participation in federal food assistance and benefit programs; offers supplemental school food, nutrition education, and culinary workforce development programs; and analyzes the need for hunger relief and communicates that need to those who can help.

II. Project Information: Describe your food distribution program. ANSWER ALL QUESTIONS. Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level. What are the specific activities of the food program?

Although Vermont has a low unemployment rate compared to the national average, there are a large number of unemployed Vermonters (22%) living below the poverty level, according to the US Census Bureau. The jobs that many do have are not paying the bills. More than 58% of households in the state are earning less than \$50,000 in wages and salaries. And with a high proportion (83%) of the state's population located in rural communities, some without charitable food resources, food assistance and other community services are difficult for people to reach.

A high proportion of Vermont's 626,657 people, (153,100, including 34,000 children and 26,000 seniors) access Vermont Foodbank services each year, either through one of our direct service programs or through a local food shelf or meal site. During VFV's pilot year, in 2018, more than 92,000 pounds of 18 types of fresh, first quality produce was purchased from 10 Vermont farms and distributed through the Foodbank's other fresh food programs—VeggieVanGo and VT Fresh. This equates to 277,509 meal servings and a \$125,000 contribution to the Vermont economy. We have increased our distribution goal for 2019 to 240,000 pounds in response to the enthusiastic reception this program has received from all quarters.

How do you identify/qualify those in need? How often is the food distribution offered?

VFV food is predominantly distributed through the Foodbank's VeggieVanGo (VVG) hospital and school distribution programs, distributed monthly to each location. School students and families participating in these programs come from the highest need communities in the state, and participating hospitals are located in areas where we have identified high levels of food insecurity. Apart from this, we do not restrict the distribution of food.

How many people will be served by the food distribution program (children, youth, adults, seniors)? Please explain how you keep track of number of people served.

Since the food we purchase is distributed throughout all of the Foodbank's programs, it is not possible to quantify precisely the number of people who receive this first-quality produce. As stated before, overall, the Foodbank serves 153,000 Vermonters, and the Foodbank's VeggieVanGo produce distribution programs serves approximately 3,000 people annually.

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III. Project Budget

Please provide a detailed line-item budget for your project by completing the budget form below. **The maximum requested amount is \$15,000** or 25% of your operating budget, whichever is less. You can request for less than \$15,000. You may delineate your line items requests per examples below:

- 85% of total request for the purchase of food items only. (Ex. Total request of \$15,000; 85% is \$12,750 for food)
- 15% of total request for female hygiene products and/or diapers. (Ex. Total request of \$15,000; 15% is \$2,250 for diapers and female hygiene products)
- 100% of total request for the purchase of food items
- Canned tuna will not be funded.

Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.

Line Item	Line Item Description	Requested Amount
<i>Fresh Produce (type dependent on availability at the time of delivery)</i>	16,667 pounds @ 0.90/lb.	\$15,000
TOTAL:		\$15,000

IV. Administrative Expenses Percentage

This section calculates how much the organization spent for general management, overhead, indirect items as a percentage of the organization's total expenses. The figures are based on your most current **990 form that you submitted, Part IX Statement of Functional Expenses.**

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$762,196	\$24,834,924	3%



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248205661
July 14, 2016 LTR 4168C 0
22-3021942 000000 00

00019300

BODC: TE

VERMONT FOODBANK
% VERM
33 PARKER RD
BARRE VT 05641



12255

Employer ID Number: 22-3021942
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 06, 2016, regarding your tax-exempt status.

We issued you a determination letter in May 1990, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

**VERMONT FOODBANK
BOARD OF TRUSTEES**

July 15, 2019

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(Term 3 ends 12/31/2020)
Executive Committee
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C: (802) 356-0999
jtzuarovt@gmail.com

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	15,446,393.	15,446,393.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	2,389,126.	2,389,126.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	299,686.		273,478.	26,208.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	2,533,443.	1,816,570.	254,613.	462,260.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	59,694.	42,991.	5,937.	10,766.
9 Other employee benefits	459,591.	328,894.	46,828.	83,869.
10 Payroll taxes	243,325.	158,842.	42,160.	42,323.
11 Fees for services (non-employees):				
a Management				
b Legal	185.		185.	
c Accounting	14,400.		14,400.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	130,272.	59,541.	55,725.	15,006.
12 Advertising and promotion				
13 Office expenses	110,502.	72,113.	11,659.	26,730.
14 Information technology				
15 Royalties				
16 Occupancy	298,787.	283,493.	8,382.	6,912.
17 Travel	14,939.	12,286.	1,315.	1,338.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	57,852.	27,966.	4,021.	25,865.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	350,841.	314,813.	19,744.	16,284.
23 Insurance	94,331.	72,757.	9,941.	11,633.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a OTHER PROGRAM EXPENSES	834,420.	834,420.		
b FUNDRAISING	549,418.			549,418.
c WAREHOUSE SUPPLIES	346,163.	346,163.		
d VEHICLE EXPENSES	320,142.	320,142.		
e All other expenses	281,414.	219,843.	13,808.	47,763.
25 Total functional expenses. Add lines 1 through 24e	24,834,924.	22,746,353.	762,196.	1,326,375.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

THE VERMONT FOODBANK, INC	
BUDGET FOR FY20	
	Total Budget
	FY20
Revenue	
Contrib-Restricted	220,800
Contrib-Unrestricted	4,513,645
Grants-Restricted	961,144
Grants Unrestricted	271,950
Gov't-TEFAP	121,358
Gov't-CSFP	191,673
Gov't-State Allocation GF	83,976
Food Coop Income	1,208,936
Delivery Charge Income	150,000
Membership Fees	65,225
Turkey Coop Income	52,000
Invest Income for Oper	35,000
Program Revenue	150,000
Other Income	20,000
SpenDowment	725,304
Revenue	8,771,011
Expenses	
Employee Salaries	3,394,259
Payroll Taxes	284,808
Employee Benefits	882,142
Conference/Seminar Meetings	81,280
Travel/Living	8,974
Board Expenses	8,500
Accounting & Audit	15,000
Computer Srvs	70,625
Legal Fees	3,000
Consulting Fees	80,000
Contracted Labor	60,000
Dues & Fees	17,525
People's PR Srvs	9,000
Director & Staff Liability Ins	4,446
Property & Liability Ins	24,671
Vehicle Fuel	79,500
Vehicle Ins	27,800
Vehicle Lease	177,129
Vehicle R&M	26,500
Bldg M&R	65,000
Security Srvs	6,175
Housekeeping	15,600

Snow Removal & Sanding	4,000
Trash Removal	11,300
Pest Control	15,250
Warehouse Supplies	47,473
Warehouse Staff Exp	45,325
Warehouse Equip <\$5,000	11,000
Warehouse Equip R&M	19,000
Warehouse Lease & Rental - BLDG	285,325
Warehouse Lease & Rental - EQUIP	7,218
Heat/Propane	19,500
Electricity	84,000
Water & Sewer	3,500
Freight In	121,000
Food Coop	1,063,050
BackPack Program	218,257
Turkey Coop	54,290
VAP Expense	199,000
Agency Credits Donations On Account	10,000
Telephone/Internet	43,267
Postage	7,050
Mileage	17,150
Office Supplies	7,835
Staff Expense	40,115
Volunteer Expense	14,313
Paper & Printed Forms	19,075
Books-Periodicals-Subscriptions	3,290
Materials - CSFP	25,000
Recruiting/Help Wanted Ads	5,500
PR/Communications	49,333
Interest Expense	750
Agency Relations	64,600
Grants Pass Thru	266,000
Computer/Technology	25,299
Computer Software	2,232
Computer/Tech Supplies	4,270
Computer/Tech R&M	7,449
Equipment Lease & Rental-Ofc	6,311
Equip R&M-Ofc	0
Furniture/Equipment <\$5,000 - Ofc	2,000
Events/CRM	30,950
Direct Mail-Fundraising	460,000
Postage & Mailings-Fundraising	11,550
Fundraising Expense	97,250
Total Expenses	8,771,011